

Safe Use of Children's Photographs Policy

Policy Number: N122

Policy Owner: Deputy Headteacher Pastoral

Governing Body Responsibility: Welfare Committee

Version: 2.0

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Policy to be reviewed on or before January 2020



Kesteven and Grantham Girls' School

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The Following Policy is based on the Lincolnshire County Council Guidance to Manage the Safe Use of Children's Photographs

1. Introduction

The following points should be considered when using this policy.

- The school will seek parental consent at the beginning of their daughter's career at the school before any photograph is used for publicity the person organising this photograph **MUST** check with the school office that consent has been obtained.
- Using photographs in school publicity materials can increase pupil motivation.
- Publication of photographs in local newspapers sends positive messages into the local community.

2. The school will:

Always ensure that parental / legal guardian consent has been obtained prior to any photograph or image being taken for a school's own publicity purposes. This information will be collected when a student enters the school on the School Admission Form. (Appendix 1)

Only photographs of children in suitable dress will be used. With activities such as gymnastics, swimming and athletics an attempt will be made to focus on the activity, i.e. on the track and will avoid full face and body shots. Where other photographs are taken these will only be waist or shoulders upwards.

If photographs are to appear in newspapers the minimum amount of information will be given, i.e. class or group. For small groups where the newspaper want names care will be taken to avoid giving any possible contact details.

Any inappropriate use of images must be reported promptly to the named Designated Safeguarding Lead (DSL) of the School.

3. Appendix 1

Guidance notes for parents to use when completing the 'Use of Student Photographs' permission form.

We think it is important to use photographs of our students enjoying the varied activities of school life to promote the positive aspects of the work that we do. We use photographs in our internal publicity materials such as school prospectus, on our corridor and classroom displays, for staff training and assessment purposes and occasionally on our website. Special events or achievements also feature frequently in the local newspapers.

To do all we can to ensure all photographs of our students are used correctly, we undertake to:

- Obtain your permission to use photographs of your daughters, including newspaper publications.
- Observe the County Council guidelines on the use of photographs.
- Only use photographs for the purposes stated above.
- Store all electronic images securely and destroy them when your child leaves the school.
- Ask that you follow our policy when you take photographs of your daughter at school events.

I assure you that we have a responsible approach to the use of photographs and do hope that you are able to support us in publicising the many positive aspects of the work that we do.

I would be grateful therefore, if you are in agreement with our intentions, that you sign and return the photograph permission section on the admission form. This will act as your consent for your daughter to be photographed throughout her school career.

Mr D Scott
Headteacher

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4. 'Use of Student Photographs' permission form

I have read and understood the school guidance notes on the use of photographs in school and hereby give my

consent that photographs of my daughter....., are used for the purposes stated in the guidance.

I further agree that I consent to images of my child appearing on the school website, subject to the necessary controls being in place.

If I decide to withhold consent at a later date, I will inform the school in writing

Signed..... Date.....

Parent of Form.....

5. Configuration History

Version:	Date:	Author	Contributors
1.0	January 2010	Curriculum & Standards) Assistant Headteacher	
1.1	March 2010		
1.2	January 2012		
2.0	January 2016		

Audit trail of change

Version	Date	Reason for Change
1.0	January 2010	Policy Review
1.1	March 2010	Policy re formatted
1.2	January 2012	Policy Review
2.0	January 2016	Policy Review

Authorisation

Name	Date	Signature
Mrs K Korcz	January 2016	